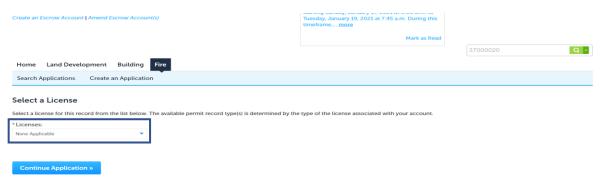
FOODBOOTH/FLOATS APPLICATION - STEP BY STEP

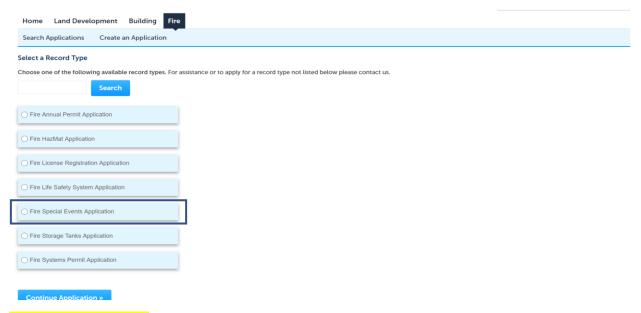
Select the "Create an Application" under the fire tab. Check the disclaimer box, to agree to the terms.



No License required for food booths



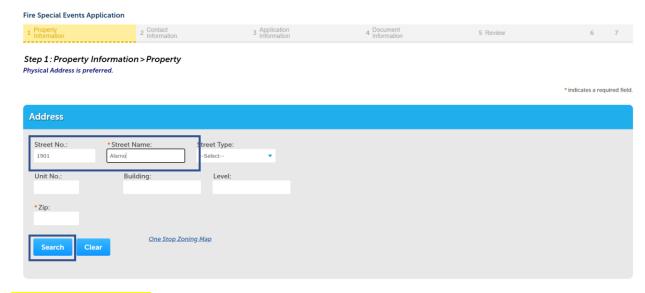
Select the Record Type



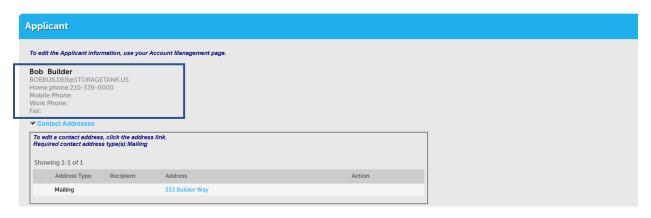
Continue Application>>

Step 1. Property Information (Address of event)

Only enter the street number and name of street, select search. Additional information will auto populate (Parcel and Owner).



Step 2: Contact Information>Applicant (should default from contact information at time of login)



Copy Application Contact Information: Company Name/Business Owner are required to be selected



Continue Application>>

Contact Information > Contact List

The applicant can add points of contact at this stage, if different then applicant. If no additional contacts the applicant can continue.

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

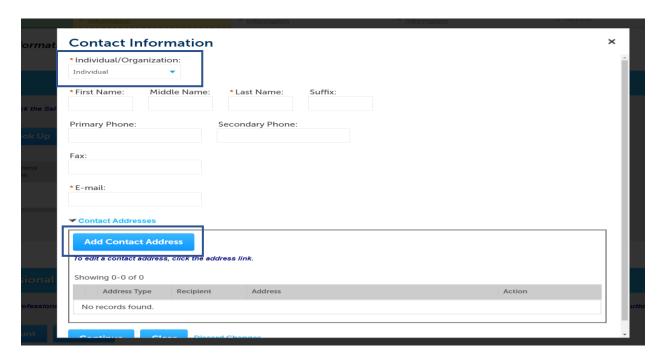
Add New Look Up

Showing 1-1 of 1

Full Name Business Contact Type Work Phone Fax E-mail Action

Bob Builder Company Name/Business BOBBUILDER@STORAGETANK.US Edit Delete
Owner

All contact information must be completed, Name and Address.

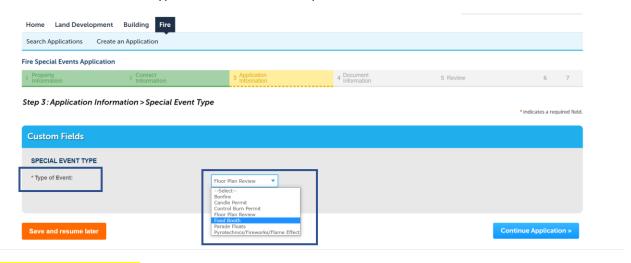


No Licensed Professional required



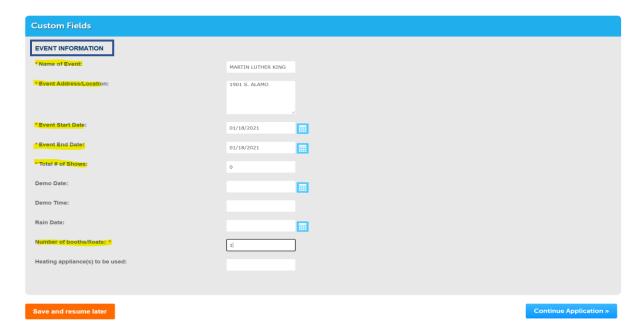
Step 3: Application Information> Special Event Type

Custom Fields: Select the type of event from the drop-down menu

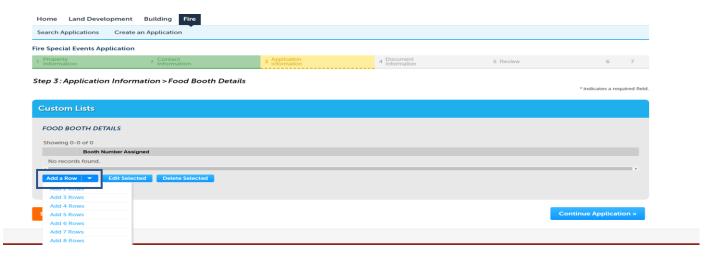


Continue Application>>

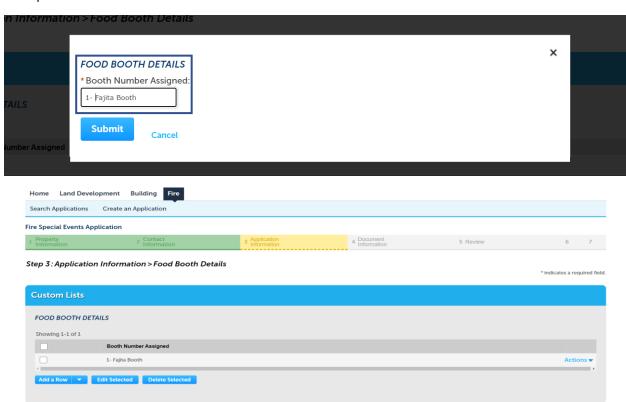
Event information: Complete all require information *



Food Booth Details: Select the number of rows from the "Add a Row" drop down menu, if only one select the blue field and enter the name of the booth



Example:



Continue Application>>

Step 4: Document Information> Documents (optional)

Applicant can upload area map of event and/or food booth vendor list by selecting"Add" to upload documentation



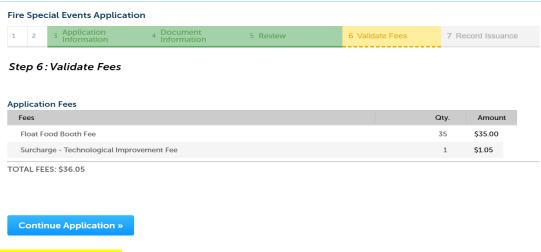
Continue Application>>

Step 5: Review: Application Information



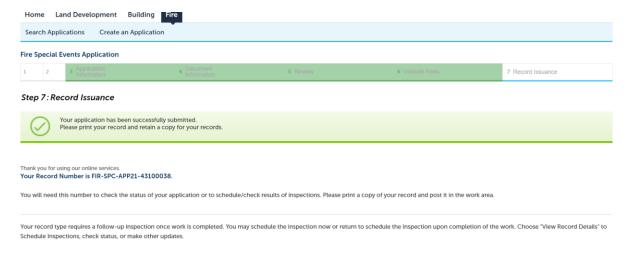
Continue Application>>

Step 6: Validate Fees



Continue Application>>

Step 7: Record Issuance: Application has been submitted



Vendor can view the record information by selecting "Record Details", this is for the vendor to verify all information is correct.

Note: The applicant's submittal will be assigned to Special Events for review, and they will notify the applicant of the approval. A communications email will be sent to the email listed with permit.